

## ***RETA 7.0 Enhancements***

In this Quick Reference Guide, we will preview the new enhancements as part of the RETA 7.0 Release available to users on Monday 26 October 2015. Furthermore, please check out the [external](#) RETA 7.0 Promo Guide to become familiar with the new features available to our customer eRETA users with this same release.

### **Summary of RETA 7.0 Enhancements**

This Promo Guide will introduce external users to the following primary enhancements of external RETA 7.0:

- Enhanced customer functionality in eRETA
- Enhanced RWA History Transaction Report
- Relaxed Customer Letter Rules
- Audit Workflow Changes including: automatic Final-Invalid workflow and ability to return to previous Audit Search results without needing to re-run the search
- Update to the VAT Download process to filter out interest and SV99 transactions that skew obligations or expenses on the Financial Review page
- Additional CO Approval edits to catch potential incremental funding or antecedent liability submissions
- Allow Data Entry users to change detail lines for R-type RWAs (excluding the RWA fee line(s))
- Dis-allowing use of Suspense Fund Treasury Symbols (TAS Codes that include an 'F')
- Numerous other minor enhancements and bug fixes for RETA, OT Utility module, RPUD RWAs
- The Future of RETA and eRETA

## ***RETA 7.0 Enhancements***

### **External Customer Upgrades in eRETA**

RETA 7.0 technically combines RETA and eRETA into a single application. Access for customer agencies is still entirely read-only, however this release has expanded what features and search tools customer agencies have access to. While a single application, we will continue to refer to the customer facing version as eRETA 7.0 and the internal GSA version as RETA 7.0.

To become more familiar with the expanded capabilities of external customer users, please read through the external RETA 7.0 Promo Guide – they are not nearly as expansive as the access you have as a GSA associate, but they do expand the capabilities customers have within the application. The external promo guide was sent in combination with this RETA 7.0 Promo Guide via RETAAdmin. However, it is also accessible from the RETA Portal Page (under the “Releases” tab) and also available on the customer facing [www.gsa.gov/ereta](http://www.gsa.gov/ereta) site.

The reason for still referring to the single application as two separate applications is to provide the most appropriate system support to both groups. External customers will continue to access information at [www.gsa.gov/ereta](http://www.gsa.gov/ereta), and continue to email questions to [eRETA@gsa.gov](mailto:eRETA@gsa.gov). Internal GSA customers should continue to access RETA information via the PBS Portal and email issues to [RETAAdmin@gsa.gov](mailto:RETAAdmin@gsa.gov).

## RETA 7.0 Enhancements

### Revamped RWA History Transaction Report

The RWA History report has been enhanced to provide more on-screen details about all transactions submitted from RETA to Pegasys. Data elements such as customer fund year, fund type, BOAC, estimate range of accuracy, and more that often change across amendments are now easily visible in the History Transaction report instead of requiring you to open each history record and view the RWA 2957 Form created at each history event.

The report, which was formerly downloadable to PDF is now instead downloadable to Excel.

Transaction History

History as of: 10/22/2015

RWA Number: N0993515

Created By: marnelle.devos@gsa.gov

Created Date: 5/1/2014

Last Bill Date: 05/19/2015

Total Billed: \$127,689.71

Total Collected: \$127,689.71

Write Off Amount: \$0.00

RWA: 0993515

Financial Review

Documentation/Audit

Comments

ETN: SCWA0890014121023

History Records

Submission Date / Restored Date	Updated By	Authorized Amount	Customer Funding ⓘ	ABC/BOAC	Input Code ⓘ	Acceptance / Start Date	Com <Car
Agency Accounting Data							
04/06/2015 N0993515	marnelle.devos@gsa.g..	\$130,759.34	2014-M-2015	08900 / 89473N	N	05/08/2014	
09/29/2014 N0993515	marnelle.devos@gsa.g..	\$130,759.34	2014-M-2015	08900 / 89473N	X	05/08/2014	
05/13/2014 N0993515	marnelle.devos@gsa.g..	\$102,816.34	2014-M-2015	08900 / 89473N	A	05/08/2014	

... Indicates a truncated field.

Export to Excel File

Cancel

The enhanced RWA History Transaction Report

## ***RETA 7.0 Enhancements***

### **Relaxing of Customer Letter Generation Rules**

New rules allow you to:

- 1) Manually generate any customer letter at any time should the appropriate conditions be met. For example if a substantial completion date of today or in the past exists, you can generate the Substantial Completion Letter, as well as the Receipt or Acceptance Letter too.
- 2) Skip sending a second Substantial Completion Letter or Close-Out Letter if one has previously been sent. In scenarios where a completion date is applied, then lifted, and then re-applied, RETA now has an option to shut off the Customer Letter prompt so you do not need to send the Completion Letter a second time. The same holds true for sending the Close-Out Letter if the termination date has been lifted and then re-applied.
- 3) Due to minor rounding issues that occur from time to time, the Close-Out letter will now allow you to manually override the calculations within it. If the “Estimated Charges Not Yet Billed” and the “Additional Funding Necessary for RWA” lines are both between \$0 and \$50 on the Close-Out letter, you can override both lines down to \$0. This will help avoid needing to manually create the Close-Out letter outside of RETA when these conditions exist.

### **Audit Workflow Changes**

With the RETA 7.0, two big improvements to the audit management workflow have been introduced ahead of the semi-annual review in Nov/Dec 2015. These improvements are:

- 1) Whenever an RWA in an ongoing audit is marked as “Invalid” and then a regional user enters an appropriate non-future substantial completion date (N-input code) or Cancellation Date (D-input code) the audit status of the RWA will be fast-tracked to the final audit phase of “Invalid-Final”, no longer requiring the region to push the RWA through all three levels of the audit process.
- 2) The Documentation/Audit Search screen now allows you to run a search of all RWAs in an active audit. After opening an RWA and submitting a valid or invalid response, users can click on the Documentation/Audit tab at the top of the screen to return to the Documentation/Audit search screen. The previous search results will be saved and displayed on screen, no longer requiring users to re-run the same search after responding to each RWA in the active audit

## ***RETA 7.0 Enhancements***

### **FMIS VAT Download Updates to Filter Out Interest Charges and SV99 Transactions**

Prompt pay interest charges on contracts linked to an RWA (PG80) or SV99 Finance general ledger reconciliation transactions are simply part of the financial management world. However while these transactions must be recorded, Pegasys does not pass these activities on to the customer via the RWA bill. Since Pegasys does not pass these transactions on to the customer, they are rightly absent from the Pegasys agreement summary, which is the same financial data sent to the RETA RWA Summary screen. However these transactions were still pulled into the RETA Financial Review screen from the FMIS VATS, thus over/under-stating the RWA and/or suggesting a discrepancy between the RWA Summary screen and the Financial Summary screens in RETA.

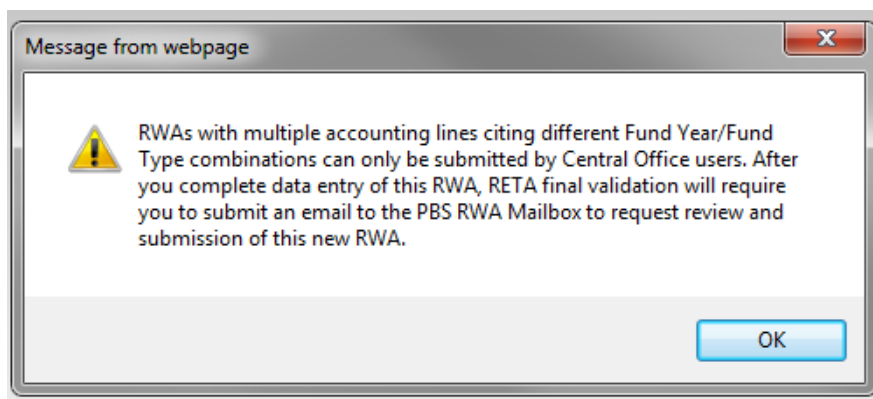
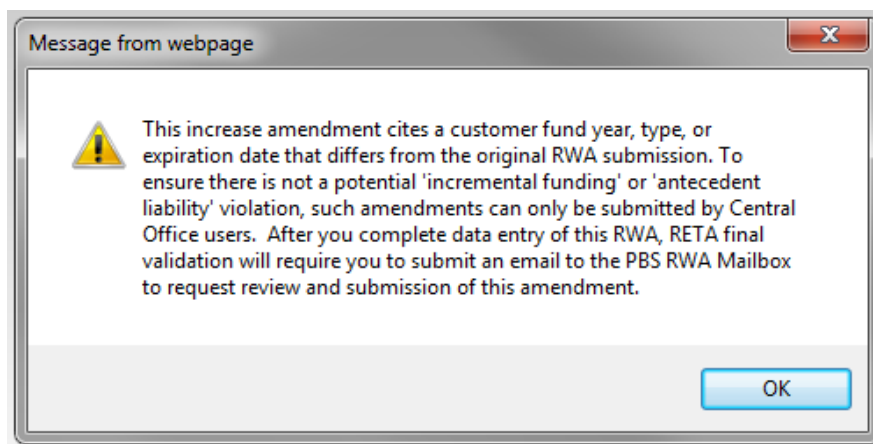
With RETA 7.0, the FMIS VAT Download logic has been changed to filter out interest and SV99 transactions, ensuring the Financial Review Summary screen is in-line with the RWA Summary screen and Pegasys.

## RETA 7.0 Enhancements

### Additional Central Office Approver Edits to Prevent Incremental Funding

New edits were implemented with RETA 6.0 in August 2014 to address possible incremental funding or invalid antecedent liability concerns. With RETA 7.0, two additional edits are implemented that will require new and amended RWAs to be escalated to the Financial Operations group (aka the PBS RWA Mailbox) before they can be submitted to Pegasys. The new scenarios that will require CO Approval (in addition to all existing rules) include:

- 1) If multiple customer accounting lines with varying fund years or types are included on the initial RWA (A-input code), or
- 2) If the customer funding information on an increase amendment is different than the customer funding information on the original A-input code



*RETA Warning Messages to prevent potential incremental funding or invalid antecedent liability transactions*

## RETA 7.0 Enhancements

### Ability to Edit Authorizing Detail Lines for R-types RWAs (excluding PY and fee lines)

Previously if users entered an R-type with an incorrect function code, building number, or object class, the line(s) could not be edited other than reducing the dollar amount of that line down to \$0. With RETA 7.0, regional data entry users can now edit all values for all detail lines, even if the RWA has already been submitted to Pegasys previously.

*NOTE: RWA Fee line(s) like the \$100 overhead fee (PG981) as well as lines citing prior year BBFYs can NOT be edited by regional data entry users. Those lines may only be edited by Finance users, although few situations would dictate Finance users from modifying prior year lines and/or fee lines.*

SUMMARY

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

Authorizing Details

RWA Type: R

RWA Number: 1228344

Input Code: X

Read-Only View

Estimate Tracking Number

OUDC0970015068009

Estimate Total: \$284,523.59

RWA Amendment provided to change total authorized amount by

\$0.00

from

\$284,523.59

to

\$284,523.59

Overhead:

Flat Recurring Fee

Regional Management Fee:

Not Applicable

Apply Fee Changes

Line #	BBFY	Org Code	Building No.	F/C	O/C	Line Amt	Total Billed	Balance	Modify	Delete
1	2015	P1122021	DC0035ZZ	PGA32	25	\$2,874.32	\$958.11	\$1,916.21		
2	2015	P1122021	DC0035ZZ	PGA33	25	\$259,980.38	\$86,660.13	\$173,320.25		
3	2015	P1122021	DC0035ZZ	PGA42	25	\$17,319.12	\$5,773.04	\$11,546.08		
4	2015	P1122021	DC0035ZZ	PG981	11	\$100.00	\$100.00	\$0.00		
5	2015	P1122021	DC0035ZZ	PGA34	25	4249.77	\$1,416.59	\$2,833.18		

Agency Certified Amt: \$284,523.59

Authorized Amt: \$284,523.59

Generate Receipt Letter

New Line

Save & Proceed >>>

Ability to edit all data on R-type Authorizing Detail lines



## RETA 7.0 Enhancements

### Customer Suspense Fund Treasury Symbols No Longer Allowed

Suspense Fund Treasury Symbols (those with an 'F') are no longer allowed to be used to pay for RWA projects or services. Per the Treasury Financial Manual (TFM) dated September 21, 2011, Suspense Funds are temporary and the funds within should be cleared to an appropriate account within 60 days. Since the majority of RWA projects/services exceed 60 days, there is no guarantee funding will be available in the Suspense Fund by the time GSA bills the customer.

Amendments to existing RWAs previously citing a suspense fund Treasury Symbol will need to be changed in RETA.

For more on Suspense funds please read the TFM ([available here](#)), specifically section 1520.25.

**The following field(s) are in error:**

- Suspense Fund Treasury Symbols (those with an 'F') are not allowed to be used to pay for RWA projects or services. Per the Treasury Financial Manual (TFM) dated September 21, 2011, Suspense Funds are temporary and the funds within should be cleared to an appropriate account within 60 days. Since the majority of RWA projects/services exceed 60 days, there is no guarantee funding will be available in the Suspense Fund by the time GSA bills the customer. For more on Suspense funds please read the TFM ([available here](#)), specifically section 1520.25.

**Edit Agency Accounting Detail Line**

Agency Certified Amt \$284,523.59

\* Agency Fund Year 2015

\* Fund Type N: No Year

Expiration Date of Obligational Authority

\* Authorized Line Amt \$ 284523.59

\* Treasury Symbol 012 F3885010

97501004300P534 QAMJ0 WHJ4 2340 DWHWA54007 S12137

\* Agency Accounting Data

(Limited to 255 Characters)

Update Cancel Reset

Customer Suspense Fund Treasury Symbols (those including an 'F') are no longer permitted funding sources for RWAs



## ***RETA 7.0 Enhancements***

### **Additional Bug Fixes and Updates**

RETA 7.0 also introduces numerous minor bug fixes and updates to improve the user experience as well as to accommodate needed enhancements to interfacing systems such as Pegasys/BAAR. Some of these changes include:

- Re-use of the same Pegasys Document Number (PDN) when submitting to Pegasys/BAAR to avoid instances where Pegasys/BAAR accepts RETA's submission but does not provide RETA a confirmation message. As a result, RETA attempts to re-submit and doubles/triples the amount. Re-using the same PDN will ensure amounts do not get out of sync between RETA and Pegasys
- Disallow lifting a completion date AND making a dollar amount change on the same X-input code transaction. Both of these actions generate dollar amount changes to Pegasys, allowing only one at a time avoids confusing the systems and potentially having RETA and Pegasys become out of sync
- The "Financial % Complete" search field on the Financial Review search has been more clearly labeled "Percent Obligated"
- The RWA Type pull-down on the Estimate Search screen has now been upgraded to a multi-select feature (instead of a single select)
- Removal of repeated prompts of the same RWA Customer Letter even after it is sent
- Update to auto-purge logic of un-linked OT Utility Estimates. Un-linked OUEs will now auto-purge if they have not been modified/changed in the most recent 365 days. Linked estimates will never auto-purge so long as they remain linked to an RWA
- RETA will now display the calculated field "Total KW" in the "Items with Multiple Quantities" section of the "Maintenance Feeder" tab of the OT Utility Estimates
- Resolution of OT Utility Customer Letter prompts continuing after the RWA has been accepted
- For RPUD RWAs (P-types), the "Commitments Affecting Available Amount" flag will now be set to 'T' for all non-training RPUD agreements
- For a full list of all enhancements and bug fixes as part of this release please log-in to the PBS Portal → select the RETA icon → Click on the "Releases" tab

## ***RETA 7.0 Enhancements***

### **The Future of RETA and eRETA**

As indicated at the beginning of this promotional guide, eRETA and RETA are now technically a single application accessed by both internal GSA users and external customer users. However we will continue to refer to them separately as eRETA 7.0 and RETA 7.0.

The introduction of the eRETA 7.0 features (please review the separate eRETA 7.0 Promo Guide) allow external customer users access to information and RWA data their internal GSA counterparts have had access to for many years. This first enhancement for external customers since eRETA 1.0 is the first step in transforming how GSA and customer agencies interact with each other in regards to the Reimbursable Services Program. In the coming months and years the following additional enhancements will be introduced to the RETA application:

- Creation of an external data entry user role and an external approver role, which will allow customer agencies to submit new RWA work requests to GSA as well as to initiate amendment requests on existing RWAs to GSA.
- Direct data entry to Pegasys (GSA's Financial Management system) via RETA to correct customer related billing information (e.g. Treasury Symbols or Customer Order Numbers) – thus assisting in correcting errant information that might otherwise result in billing chargebacks.
- Electronic signature capabilities allowing customer agencies and GSA to electronically sign RWAs from within RETA, no longer requiring paper or PDF copies of the 2957 form to be shared outside of RETA.
- Continued use of agile project management to improve customer workflows and the customer experience related to electronic work request and RWA submissions after onboarding external customer users with the above edit capabilities.

For Additional Questions the following resources are available for internal GSA users:

- Log-in to the PBS Portal → click on the RETA icon → click on an appropriate tab such as “Releases”, “QRGs”, “FAQs”, “User Guides”, or “Training”
- Follow us on Chatter for instant updates and news about RETA. [Click here to join](#)
- Email us at [PBSNationalHelpdesk@gsa.gov](mailto:PBSNationalHelpdesk@gsa.gov) for RWA and SCE questions/problems/errors or at [OUET.help@gsa.gov](mailto:OUET.help@gsa.gov) for OUET questions/problems/errors